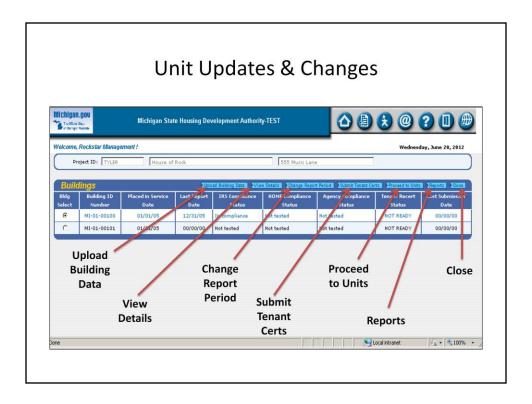
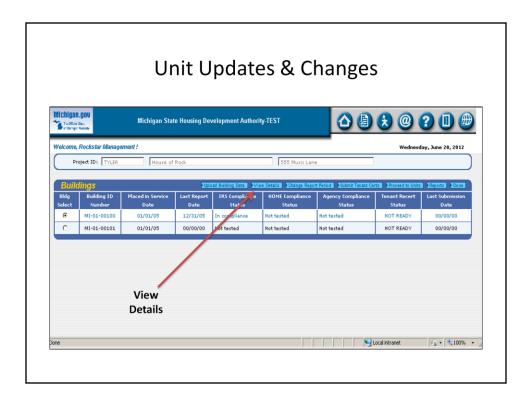


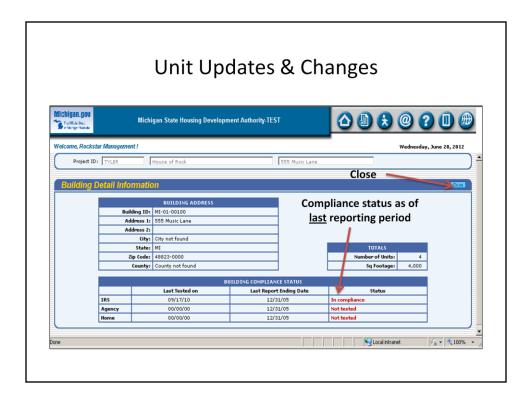
Now you are working toward tenant data entry. Begin by clicking the Proceed to Buildings button.



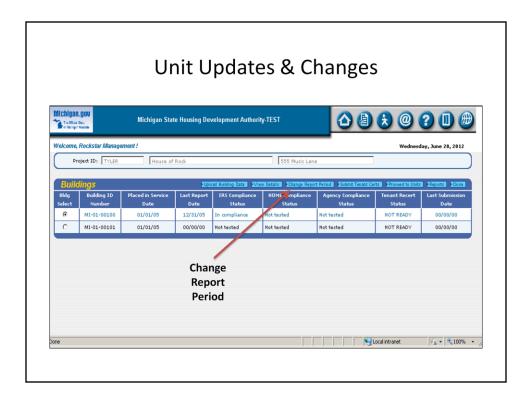
This slide shows the layout of the Buildings page. From this page you can access all of these different building functions. The Upload Building Data button is covered in a later section of this presentation, so first we'll look at View Details.



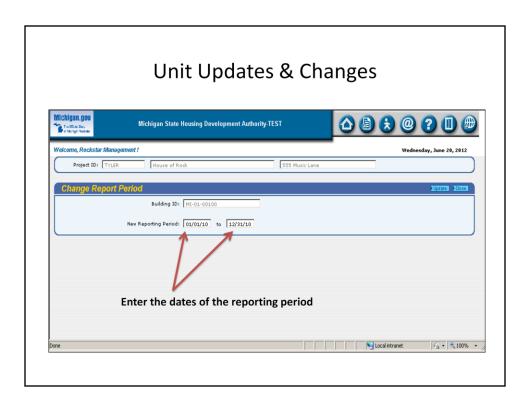
To view building detail information click on the View Details button.



Here you can see the compliance status as of the last reporting period. Statuses with the IRS, MSHDA Agency, and HOME Program are shown. This is a "view only" screen – You can not enter any information here.

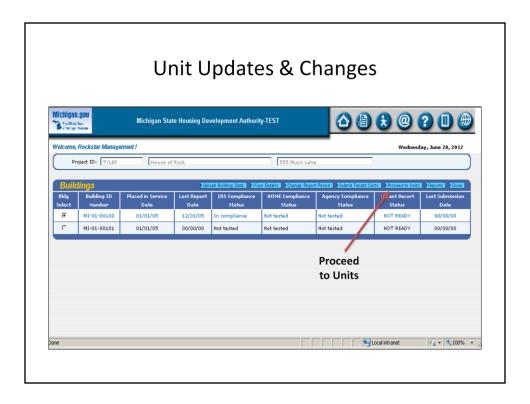


Next, click on the Change Report Period button. When submitting a reporting period that ends on 12/31, the Annual Owner's Certification must first be submitted or an error will appear.

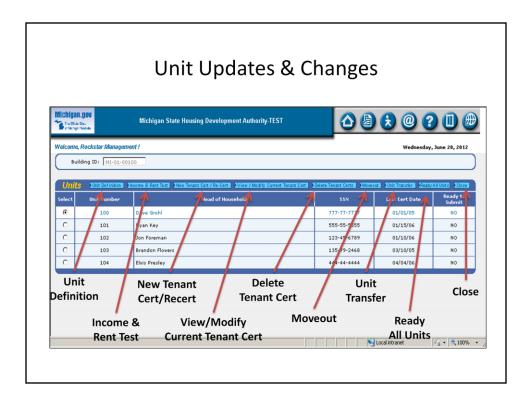


Enter the dates of the new reporting period in the available boxes. Note: MSHDA has the capabilities to set up your reporting period as either Monthly or Quarterly, but may also use longer frequencies of Semi-Annually or Annually to allow properties to get caught up to current data quickly when first starting their data entry. Upon entering 2012 data, all frequencies must be set as Monthly or Quarterly and remain this

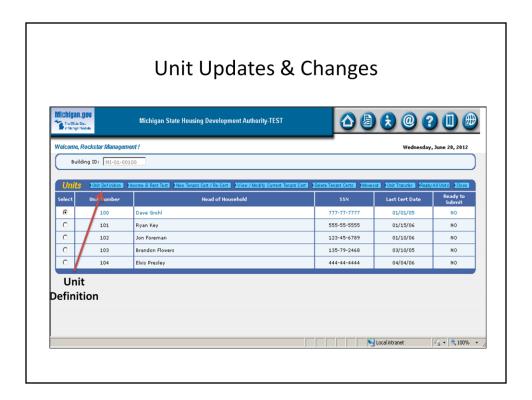
way moving forward.



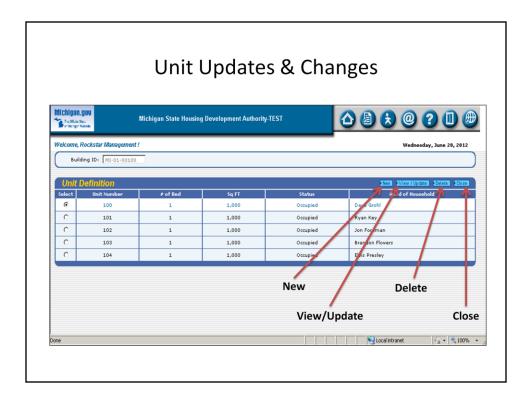
The Submit Tenant Certs button will be addressed in a later section of this presentation. To continue, select a building by checking the dot along the left-hand side and click on the Proceed to Units button.



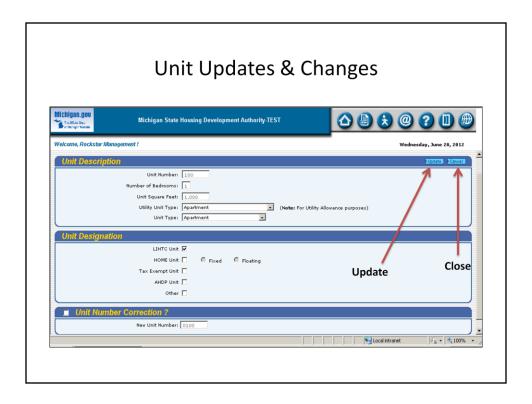
All of the units in the selected building are listed here.



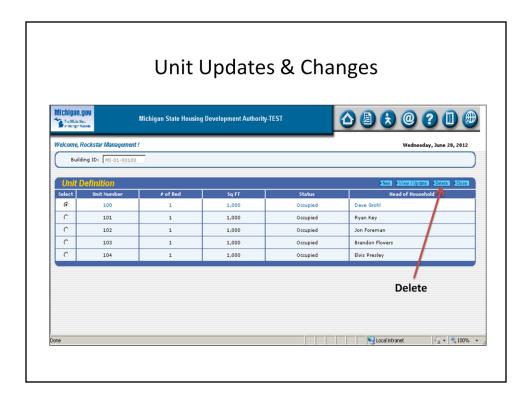
To access unit information click on the Unit Definition button.



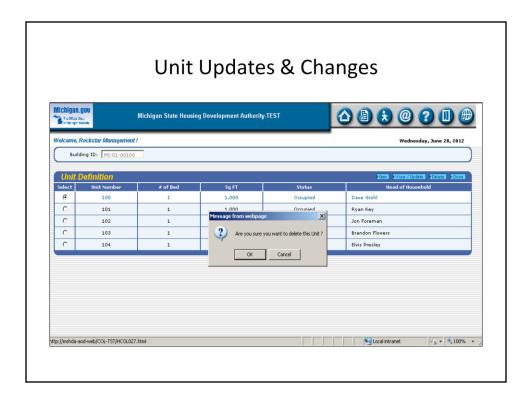
You may create a New unit, View/Update a unit, or Delete an existing unit.



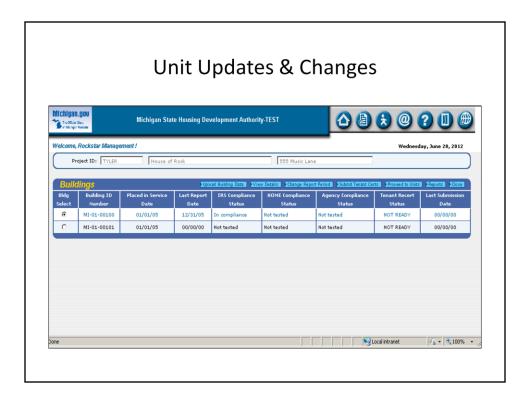
New units are created and existing units changed on this screen.



An existing unit can be deleted by clicking the Delete button.



Be very sure before you click OK.



Return to the Buildings page to continue this process with all buildings. Once all buildings have been updated, you are ready to begin manually entering tenant data. Note: If your management company uploads their tenant data from another system into MSHDA's, please jump to the Uploading Building Data section of this presentation next to learn about the process.